

## Avatar Keyboard Shortcuts

ALT+TAB	Switch between open items on your computer
Arrow Keys	Arrow down in drop down list to select
CTRL+A	Copy ALL or Select ALL in multi select boxes
CTRL+C	Copy Selected (highlighted) areas
CTRL+END	Moves the insertion point to the end of the field
CTRL+HOME	Moves the insertion point to the beginning of the next field
CTRL+LEFT ARROW	Moves the insertion point to the beginning of the previous word
CTRL+RIGHT ARROW	Moves the insertion point to the beginning of the next word
CTRL+SHIFT with any arrow key	Highlight a block of text on your screen
CTRL+E	To exit without filing
CTRL+ L	To lock the application
CTRL+N	To open notes where notes are supported
CTRL+ S	Save/submit your data
CTRL+V	Paste selected text
CTRL+X	Cut selected text
END	Moves the insertion point to the end of the sentence
F1	Displays help with available
F5	Clears selected item from field
F6	Opens the next tab is a data input document
HOME	Moves the insertion point to the beginning of the sentence
PAGE DOWN	Moves to the previous page in a tab
PAGE UP	Moves to the next page in a tab
Print Screen key	Print all showing on monitor
ALT print Screen key	Print only window on top of other displays
Spacebar	Spacebar to choose a radion button option if your cursor is on it (having tabbed from previous field)
SHIFT+TAB	Move backward through the data fields
TAB	Move forward through the data fields
“Process Search” fields	Enter name or code and hit “Enter” to select and “Enter” Again to confirm. (No mouse involved)
Letter	Hit a letter of the alphabet on a dropdown list to jump to that section of the list.
Windows Key+D	Show Desktop
Windows Key+M	Minimize all open windows